



RICHLAND COUNTY RECREATION COMMISSION

POSITION SPECIFICATION

RECREATION SUPERVISOR – FULL TIME

Starting Salary \$50,836

General Nature of Work:

Under limited supervision, performs supervisory and recreational work in coordinating, supervising and administering recreational activities and programs for the Richland County Recreation Commission. This position supervises multiple recreation and athletic facilities. Work involves organizing recreation programs for youth, and senior programs; soliciting grant and sponsorship funding; and supervising a staff of recreation coordinators and aides. Employee is also responsible for overseeing promotion of recreational activities and registering participants, collecting fees and ordering supplies. Employee must exercise initiative and independent judgment in properly coordinating recreational programs. Employee must also exercise tact and courtesy in frequent contact with program participants, employees and volunteers.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Essential Job Functions:

Directs, coordinates and supervises recreational programs and events for preschool, preteen, teen, adult, special populations and senior citizen groups and individuals; arranges, schedules and secures necessary instructional and supervisory personnel to carry out such programs.

Instructs and supervises employees and volunteers in such activities as games, dances, hikes, arts and crafts, and a wide variety of other recreational, social and educational activities; coordinates and oversees summer playground and after-school activities.

Promotes programs and events, and solicits donations or sponsorships, through contact with various media and personal appearances before civic and business groups; prepares press releases, flyers, brochures, posters, etc. for promotional activities.

Works with community groups and individuals in determining recreational needs and interest of the community and establishing programs to meet such needs; makes oral presentation before civic and community groups concerning topics related to City parks and recreation programs.

Contracts with instructors to conduct classes and camps.

Enters recreational program information into computer registration software.

Maintains inventory of supplies and equipment necessary for operation of recreational programs.

Maintains chart of accounts for MyRec Modules; installs computer updates; troubleshoots problems.

Prepares a variety of administrative documents including accident and incident reports, payment vouchers, contracts, expenditure forms, etc.; receives and processes registrations.

Submits budget request for facilities.

Participate in the recruitment, interviewing, hiring, and training of staff.

Supervise, evaluate, and discipline staff.

Provides referrals to other agencies; evaluates programs; photographs activities.

Assists in set-up of facilities including tables, chairs, etc.; cleans before and after events.

Assists with staffing for other division events.

Answers the telephone and respond to citizen requests.

Performs other related duties as required.

Minimum Education & Experience:

Bachelor's degree in recreation, physical education or a related field, and three to five years of experience in recreation work; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities. Requires a valid driver's license.

Knowledge, Skills & Abilities:

Ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

Ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates or assistants; and receiving instructions, assignments or directions from superiors.

Ability to read a variety of reports, letters and memos, forms, etc.

Ability to prepare correspondence, reports, forms, news releases, statistics, work orders, payment vouchers, payroll forms, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style.

Ability to speak before groups of people with poise, voice control and confidence.

Ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including accounting terminology.

Ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

Ability to inspect items for proper length, width and shape.

Ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations.

Ability to communicate via a telephone and two-way radio.

Knowledge of the facilities, materials and equipment utilized in recreational programs, special events, and related specialties.

Knowledge of a wide variety of recreation interests and activities for all age groups in the community.

Knowledge of various recreation facilities and their uses and maintenance requirements.

Knowledge of the philosophy and objectives of public recreation.

Knowledge of the principles of supervision, organization and administration.

Knowledge of the requirements, policies and procedures of various media outlets necessary for promotional activities.

Knowledge of the current literature, trends, and developments in the field of recreation program administration.

Skill in training, coaching and counseling participants and officials.

Ability to perceive, plan, promote, organize and coordinate group social events, recreational programs and events for all age groups.

Ability to use common office machines and popular computer driven word processing, spreadsheet and file maintenance programs.

Ability to maintain routine administrative reports and records.

Ability to plan and supervise the activities required to execute assigned recreational programs.

Ability to assign, direct and supervise the work of subordinate recreation personnel.

Ability to compose effective correspondence.

Ability to make oral presentations before large groups of people.

Ability to communicate and establish rapport, understanding and confidence with program participants and the general public.

Ability to exercise of independent judgment in the application of program and game rules and procedures.

Ability to exercise considerable tact and courtesy in frequent contact with the public.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Physical Requirements:

Must be physically able to operate a variety of machinery and equipment including common office equipment such as copiers, calculators, etc.; and hand tools such as hammers, screwdrivers, shovels and rakes. Must be able to exert up to 50 pounds of force occasionally, and/or up to 5 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for Sedentary Work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Requires the ability to: coordinate hands and eyes in using job-related office equipment and various hand tools; handle a variety of items, job-related equipment, control knobs, switches,

etc.; use one hand for twisting or turning motion while coordinating other hand with different activities; differentiate between colors and shades of color; talk and/or hear. Must have minimal levels of eye/hand/foot coordination.